



Seward City Church Cleaning Checklist

Sanctuary

- Pick up trash
- Empty trash
- Straighten chairs and rows
- Vacuum rug by exit doors
- Sweep
- Mop if needed; spot mop is usually adequate

Classrooms (attached bathrooms)/Office

- Vacuum
- Empty trash
- Wipe down counters & tables
- Disinfect toilets, sinks, countertops
- Restock toilet paper & paper towels
- Mop bathroom floors

Entry/Hallways/Coffee Counter

- Sweep/Vacuum – including rug by back doors near trash
- Mop
- Empty trash
- Wipe down counter and sink
- Wash windows- including windows from hallway into sanctuary

Fellowship Room/Kitchen

- Vacuum
- Mop
- Straighten tables/chairs
- Wipe down counters

Bathrooms

- Empty trash
- Mop
- Disinfect sinks, toilets, urinals and diaper changing stations
- Clean mirrors
- Restock paper towels, toilet paper